DOCUMENT RESUME

ED 267 213 CE 043 732

TITLE Cosmetology: Scope and Sequence.
INSTITUTION Nashville - Davidson County Metropolitan Public Schools, Tenn.
SPONS AGENCY Tennessee State Dept. of Education, Nashville.
PUB DATE [84]
NOTE 21p.; For related documents, see CE 043 708-742.
PUB TYPE Guides - Classroom Use - Guides (For Teachers) (052)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Anatomy; *Articulation (Education); Behavioral Objectives; *Cosmetology; *Course Content; Course Descriptions; Course Organization; Educational Needs; *Educational Objectives; Educational Resources; Entry Workers; Job Skills; Job Training; Secondary Education; Skill Development; Vocational Education

ABSTRACT

This scope and sequence guide, developed for a cosmetology vocational education program, represents an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System. It was developed as a result of needs expressed by teachers, parents, and the business community for sequential structure within the vocational education curriculum. The guide contains an introduction, course description, general course objectives, course content (with specific objectives) in outline format, and a list of resource materials, such as textbooks, curriculum guides, and audiovisual aids. This three-year course of study is designed to develop skills and techniques used in the care and beautification of the hair, skin, and nails. Topics addressed include professional projection, cosmetology law, sanitation, hair structure, shampooing, scalp and hair care, manicuring and pedicuring, hairstyling, skin histology, makeup application, permanent waving, chemical hair relaxing, hair coloring, care and styling of wigs, anatomy and physiology, electricity, chemistry, and beauty salon management. (KC)

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COSMETOLOGY

SCOPE AND SEQUENCE

VOCATIONAL EDUCATION

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Metropolitan Public Schools

Nashville Davidson County, Tennessee

Charles O. Frazier, Director

FOREWORD

This scope and sequence guide, developed for the Cosmetology Vocational Education program, represents an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System. It is a direct result of needs expressed by teachers, parents, and the business community for sequential structure within the vocational education curriculum. An articulated vocational curriculum allows a student to move from one level of instruction to the next without repeating learning tasks already mastered, and without experiencing gaps in the presentation of relevant instructional material.

A goal of this curriculum effort is to provide teachers a usable guide based on input from the teachers. The initial step was an identification of course content, with all teachers having an opportunity to contribute. What follows is a publication using the teachers' contributions: a sequential listing of objectives and skills for each program offering.

This guide does not include all specific resource materials that may be used to assist students in acquiring minimum competencies. It is to serve as a guide for the sequence of course content and scope of what is to be taught. This guide content is extremely important and its use is encouraged. The suggested competencies and resource materials allow instructors an opportunity to be creative and resourceful in meeting the needs of individual programs and students.

ACKNOWLEDGEMENT

Recognition and appreciation are extended to the following who worked so diligently in the development of these materials:

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INTRODUCTION

This guide has been developed for use by all instructors of Cosmetology in the Metropolitan Nashville Public Schools.

Cosmetology is a course of study designed to develop specific skills and techniques used in the care and beautifying of the hair, skin and nails. Included are units of study for personal development and an awareness of professional ethics. At the conclusion of the three years, the student should have acquired 1,500 hours of training (80% Practical; 20% Theory), thereby enabling one to take the State Board of Cosmetology Examination and be licensed by the State of Tennessee.

COURSE DESCRIPTION

Cosmetology I

Cosmetology I includes an introduction to Cosmetology, its objectives and opportunities, professional ethics, hygiene bacteriology, sterilization, sanitation, shampooing and rinsing of the hair, manicuring, anatomy of hands and arms, histology of the fingernails, their diseases and disorders, scalp treatment, anatomy of the scalp and cranium and other relevant aspects of anatomy and physiology, pincurl, roller curl, hair cutting, hairstyling and shaping and hair foundation. Fifteen hundred (1,500) hours of instruction are required to become a licensed cosmetologist. Students may obtain shampoo and manicuring license after the completion of 300 hours, provided they are 16 years of age and have earned eight high school credits.

Cosmetology II

Cosmetology II involves a study of facial makeup and the theory and practice of massage, eyebrow arching, theory and practice of hair bleaching and tinting, permanent waving, chemical relaxing, customer relations, chemical solutions and their characteristics, electricity and light therapy and chemistry of cosmetology.

COURSE DESCRIPTION continued:

Cosmetology III

Cosmetology III involves perfecting all skills in Cosmetology I & II. In addition, salon management, salesmanship, business recording keeping, advanced practical skills and job seeking skills are taught. Special emphasis is placed on the final State Board Examination.

GENERAL COURSE OBJECTIVES

1. To aid the student in developing a thorough knowledge and understanding of cosmetology
2. To help the student master all the skills of cosmetology on an individual basis
3. To help the student develop a pleasing personality, charm and desirable personal appearance
4. To stress the importance of positive personality development
5. To aid the student in selecting an area of specialization
6. To give the student a good foundation upon which to build a pleasant and successful future business
7. To impart knowledge and understanding of good citizenship
8. To provide experiences of an occupational nature in the practice of skills
9. To aid the student in the recognition and appreciation of good workmanship
10. To help the student understand the job opportunities in many related fields
11. To produce a student who can perform efficiently the basic skills of a professional cosmetologist
12. To help the student pass the State Board Examination

COURSE CONTENT FOR COSMETOLOGY I

(First Semester)

I. **Orientation (1 week)**

Specific objectives:

To become familiar with the rules and expectations of school and the cosmetology department
To be made aware of the job opportunities in the field of cosmetology

A. Becomes familiar with school and cosmetology expectations

B. Understands requirements of the course

C. Learns rules of the school and class

II. **General safety (1 week)**

Specific objectives:

To learn general and personal safety rules
To learn proper care and handling of shop equipment

A. Understands general safety rules and requirements

B. Learns about the use and handling of equipment

III. **Professional projection (2 weeks)**

Specific objectives:

To learn salesmanship and human relation skills in dealing with patrons, employers and employees
To develop a pleasing personality, charm and the best in personal appearance

A. Learns and practices appropriate hygiene, grooming and poise

B. Analyzes and utilizes personality development skills

C. Develops understanding of ethics for the cosmetologist

IV. **Cosmetology law (2 weeks)**

Specific objectives:

IV. **Cosmetology law continued:**

Specific objectives:

To learn the laws set forth by the Tennessee State Board of Cosmetology
To learn the qualifications for obtaining and maintaining a license in Tennessee

A. Learns rules and regulations set forth by the Tennessee State Board of Cosmetology

B. Becomes familiar with license requirements

V. **VICA (1 week)**

Specific objectives:

To develop leadership ability through club participation and club activities
To establish realistic vocational goals

A. Develops awareness of club organization

B. Understands purpose of VICA

C. Becomes familiar with VICA pledge, motto and goals

D. Demonstrates understanding of parliamentary procedure

VI. **Bacteriology, sterilization and sanitation (4 weeks)**

Specific objectives:

To learn the methods of sterilization and sanitation used in the beauty salon
To learn how the spread of disease can be prevented
To learn safety precautions in dealing with chemicals used in sterilization

A. Develops understanding of bacteriology as related to field of cosmetology

B. Learns methods of sterilization

C. Understands methods of sanitation

VII. **Hair structure (2 weeks)**

Specific objectives:

To define, identify, describe and analyze the hair and its functions

VII. **Hair structure continued:**

Specific objectives:

To learn the composition and the anatomy of hair

A. Understands structure of the hair

B. Understands functions of the hair

VIII. **Shampooing, rinsing and massaging (3 weeks)**

Specific objectives:

To learn the necessary shampoos and rinses to cleanse the hair and scalp
To learn the procedures of shampoo manipulation

A. Learns how to select a shampoo

B. Learns how to drape a patron

C. Learns how to select a conditioner

D. Develops knowledge about color rinses

E. Understands chemistry of shampoo

F. Understands theory of massage

IX. **Scalp and hair care (2 weeks)**

Specific objectives:

To learn various corrective scalp and hair treatments
To recognize scalp and hair disorders

A. Becomes familiar with disorders of scalp and hair

B. Learns corrective treatments

C. Develops basic knowledge about anatomy of head, face, and neck

COURSE CONTENT FOR COSMETOLOGY I

(Second Semester)

I. **Manicuring and pedicuring (3 weeks)**

Specific objectives:

To learn the purpose and technique of giving a correct manicure and pedicure
To become familiar with normal and abnormal conditions of the nails

A. Understands nail structure

B. Identifies types of manicures

C. Becomes familiar with nail disorders

D. Becomes familiar with nail diseases

E. Demonstrates massage techniques

F. Applies artificial and sculptured nails

G. Learns nail repair techniques

H. Develops basic knowledge about anatomy of hand, arm, and fingers

II. **Hairstyling (8 weeks)**

Specific objectives:

To learn the techniques of molding, pincurling, fingerwaving and roller placement
To learn combing and brushing techniques related to hairstyling

A. Demonstrates ability to make various types of pincurls

B. Learns roller placement

C. Learns fingerwaving

D. Learns comb-out techniques

III. **Thermal styling (3 weeks)**

Specific objectives:

To learn to recognize special problems in hair pressing
To learn pressing techniques and safety precautions to be observed during hair pressing
To learn the techniques of a variety of curls using the thermal iron
To learn the correct methods of blow waving

A. Understands and performs methods of hair pressing

B. Demonstrates thermal waving techniques

C. Demonstrates croquinole thermal curling technique

IV. **Hairshaping (4 weeks)**

Specific objectives:

To become familiar with the various hairshaping implements and their safe use
To learn the techniques of both dry and wet hairshaping
To learn the basic techniques of performing a variety of haircuts

A. Becomes familiar with hairshaping tools

B. Learns scissor cutting

C. Learns razor cutting

D. Learns methods of thinning hair

COURSE CONTENT FOR COSMETOLOGY II

(First Semester)

I. **Skin histology (4 weeks)**

Specific objectives:

To understand the structure and the function of the skin
To learn facial treatments for all types of skin
To recognize the skin disorders which can be cared for by the cosmetologist and those which must be treated by a physician

A. Develops basic knowledge about skin structure

B. Becomes familiar with function of the skin

C. Learns about skin disorders

D. Understands theory of massage

E. Learns how to select appropriate facial treatments

II. **Makeup application and removal of superfluous hair (4 weeks)**

Specific objectives:

To learn the proper procedure and technique for applying facial makeup
To learn the factors which determine the correct choice of makeup for a patron
To learn the different techniques of hair removal

A. Becomes familiar with facial shapes and corrective makeup

B. Learns how to perform temporary and permanent removal of superfluous hair

C. Understands chemistry of cosmetics

III. **Permanent waving (6 weeks)**

Specific objectives:

To learn the basic principles of giving a permanent wave
To determine the correct solution to use for various types of hair

Specific objectives continued:

To learn safety precautions involved in permanent waving

A. Understands chemistry of permanent waving

B. Understands expected chemical and physical reactions in permanent waving

C. Learns safety rules involving chemicals

D. Identifies special problems in permanent waving

IV. **Chemical hair relaxing (4 weeks)**

Specific objectives:

To learn the proper method of application of chemical relaxers
To learn the various types of relaxers

A. Learns procedures for relaxing overly curly hair

B. Learns safety precautions

C. Practices methods of application of chemical relaxers

COURSE CONTENT FOR COSMETOLOGY II

(Second Semester)

I. **Hair coloring and lightening (6 weeks)**

Specific objectives:

To identify and understand the use of temporary and permanent hair coloring
To learn the techniques of correct selection and application of all types of hair coloring
To learn the safety precautions involved in hair coloring

A. Understands chemistry of hair coloring

B. Identifies types of hair coloring

C. Learns effect of hair coloring and lightening

D. Learns safety precautions

II. **Care and styling of wigs (1 week)**

Specific objectives:

To learn the technique of cutting, cleaning and styling wigs and hairpieces
To recognize the different types of wigs available to patrons

A. Develops ability to select and style wigs

B. Demonstrates care and styling of hairpieces

C. Demonstrates care and maintenance of wigs and hairpieces

III. **Anatomy and physiology (4 weeks)**

Specific objectives:

To learn the structure and function of cells, tissues, organs and body systems
To learn the function of all body systems related to cosmetology

A. Investigates cells, organs and systems

B. Studies skeletal system

C. Studies muscular system

III. **Anatomy and physiology continued:**

D. Explores nervous system

E. Investigates vascular (circulatory) system

F. Investigates glandular system

G. Studies excretory system

H. Investigates respiratory system

I. Studies digestive system

IV. **Electricity and light therapy (2 weeks)**

Specific objectives:

To understand the nature and effect of electricity used in the beauty salon
To learn skills in the safe and effective use of all light therapy treatments

A. Understands fundamentals of electricity

B. Learns fundamentals and appropriate use of light therapy

V. **Chemistry (5 weeks)**

Specific objectives:

To learn the chemistry of products used in beauty salons
To learn the nature of chemistry and its application to cosmetology

A. Understands chemistry as applied to cosmetology

B. Becomes knowledgeable about pH scale

COURSE CONTENT FOR COSMETOLOGY III

(First Semester)

I. **Beauty salon management (18 weeks)**

Specific objectives:

To understand the basic principles of successful shop operation
To understand the factors which must be considered when opening a salon
To learn advertising principles
To realize the importance of personality and salesmanship
To learn how to keep a checklist of items which must be considered when going into business

A. Understands principles of salon management

B. Analyzes considerations for opening a business

C. Explores business law

II. **Advanced practical skills (18 weeks)**

COURSE CONTENT FOR COSMETOLOGY III

(Second Semester)

I. **Review of all materials previously covered for preparation of State Board Examination (18 weeks)**

Specific objectives:

To develop habits of good workmanship and the orderly performance of the various tasks in the beauty salon
To exhibit growth and the desire to keep abreast of the new and unique developments in the practice of beauty culture

A. Develops advanced levels of understandings and skills as listed for previous semester sessions

B. Completes job entry training

RESOURCE MATERIALS

Textbooks

Ahern, Jerry J. West Textbook of Cosmetology. Minnesota: West Publishing Company, 1981.

Barrett, Dean. Lesson Plans for the Van Dean Manual. New York: Milady Publishing Company, 1977.

Barrett, Dean. The Van Dean Manual. Bronx, New York: Milady Publishing Company, 1977.

Dalton, John W. The Professional Cosmetologist. Minnesota: West Publishing Company, 1976.

Kibbe, Constance V. Standard Textbook of Cosmetology. New York: Milady Publishing Company, 1981.

Powitt, A. H. Hair Structure and Chemistry Simplified. New York: Milady Publishing Company, 1972.

Scott, Oliver, et. al. The Prentice-Hall Textbook of Cosmetology. New Jersey: Prentice-Hall, Inc., 1976.

Tennessee State Board of Cosmetology Law. Milady Publishing Company, 1975.

Curriculum Guides

Hopcus, Sharon. Professional Cosmetology Practices. University of Oklahoma, 1978.

Mankin, Dorothy. Beauty Culture I, II, & III. Rutgers University, 1977.

Audio Visual

Filmstrips

"Cosmetology Illustrated: Skin and Hand Care", Prentice-Hall, 1978.

Filmstrips continued:

"Hairstyling and Beauty Fundamentals", Eyegate Media, 1976.

"Cosmetology Illustrated: Hair Care Skills and Methods", Prentice-Hall Media, 1978.

"Cosmetology Illustrated: Hair Coloring and Lightening", Prentice-Hall Media, 1978.

"Cosmetology Illustrated: Hair Shaping", Prentice-Hall Media, 1978.

"Cosmetics", Milady Publishing Company, 1973.

"Chemical Relaxer", Milady Publishing Company. (15 minutes)

"Manicuring", Milady Publishing Company. (41 minutes)

"Shampooing", Milady Publishing Company

"Basic Finger Waving, Hair Cut, Makeup, Permanent Waving", Metro Schools Materials Center.

"Clairol Professional Education Program", Clairol Color Company.

Slides

"Nine Basic Systems", Milady Publishing Company